



MassWildlife

Commonwealth of Massachusetts

Division of Fisheries & Wildlife

Wayne F. MacCallum, *Director*

2006 LIP Grantee Budget Form Instructions

Project Title: Please create a descriptive title of the place and work to be done. Example: *Grassland and Early Successional Wet Meadow Restoration in Plymouth.*

Proposed Start Date: This date will be July 1st 2006 or later. You will receive the official Notice to Proceed on this date if you are awarded funding.

Proposed End Date: All work should be complete by June 30th 2007 or earlier. Please plan your budget to account for this.

In-kind and Volunteer Services: This section of the budget is to account for the time you put into the project. Additionally, this is where you account for anyone or any organization that will be donating time or services to the project (i.e. volunteer services). There should be no money placed under the LIP Funds column. All volunteer and In-kind services must be pertinent to the project and occur during the grant agreement period.

Please list the names of the people or organizations helping (if you are using an organization, please list the number of volunteers). Remember that each volunteer is responsible for keeping the *LIP Journal* to document their work and hours. Also, the project manager is responsible for having each volunteer fill out and sign an *In-kind tracking sheet* that will summarize their work and donated services.

In the *Class type/level* column, please classify your title. For example, if you are the landowner or a volunteer that would be your title. If you are a professional lending your services to the project, please put your title in that column.

In the *Work* column, please list generally the type of work you will be doing. For example, if you are helping with invasive plants- Invasive Plant control. If you are helping to assess the success of a project- label it monitoring. If you are physically doing work- just say what it is- mowing, clearing, planting, etc.

The *Salary* column is for calculating how much your time is worth. If you are a professional donating your services to the project, you may use your salary by hour minus overhead and benefits (please show how you justify the price used). If you are a volunteer or the landowner/project manager we have negotiated a rate of \$20/hour with the federal government to account for your services.

To find out your match, please multiple the salary figure times the number of hours you will work complete the task.

Rental Services and Supplies: This section of the Budget is for supplies and rental rates. Examples are fuel, herbicides, fencing, seed, signage, etc. You are reminded that this grant cannot pay for the purchase of equipment. However, this is the section to account for *rental rates*. A rental rate is a fee that we will pay you for using your own equipment or actually renting a piece of equipment you or your volunteers will be using. Please see the Practice Components Rate list on the webpage for rates.

Anything that you are going to pay for goes in the match column and anything you will be looking to get reimbursed should be placed in the LIP Funds column.

Subcontracted Services: This section of the budget is for any work that you are contracting out to a company. Examples are herbicide application, biological monitoring, sickle bar mowing, heavy brush mowing, prescribed burn, tree shearing, brontosaurus, etc. The landowner should obtain quotes from contractors

Again, anything that you are going to pay for goes in the match column and anything you will be looking to get reimbursed should be placed in the LIP Funds column.

Accuracy of the Quote: It is important that the quote you receive from your subcontractor is accurate. You will only be reimbursed for what you apply for. We will NOT pay more than what is stated on this form.

Calculating Match: At the end of each section, please fill in the subtotal dollar amount in the appropriate columns. Please check and double check your math. Add up the subtotals from each column and place them in the appropriate box at the bottom of the page (Total LIP Fund Share and Total Grantee share). Please remember that the Grantee share (match) must be at least 25% of the TOTAL COST of the Project. Please use the following equation to figure out your match:

$$[\text{LIP Funds share}] + [\text{Grantee Share}] = \text{TOTAL COST of the Project}$$

Then, take the [Grantee share] and divide the [Total Cost of the Project]. Your result must equal 0.25 (25%) or more.

For example, if your LIP Funds Share is \$30,100 and your Grantee share is \$10,527 that makes a TOTAL COST of the project as \$40,627. To find out if you are meeting your match requirement, you can take the Grantee Share (\$10,527) divided by the Total Cost of the Project (\$40,627). In this case you would get 0.259 or 26%. You would have met the minimum match requirement for the grant.

To find out how much [Total Grantee share] you need to meet your minimum match, you can use this formula:

$$[\text{Total LIP Funds Share}] \div 0.75 (= \text{TOTAL COST of the project})$$
 Then take that number and multiply it by 0.25. For example, if your [Total LIP Funds Share] is \$30,100, you divide that number by 0.75 to get \$40,133.33. Take the resulting number (TOTAL COST of the project: \$40,133.33.) and multiply that by 0.25 to get \$10,033.33. \$10,033.33 is 25% of the TOTAL COST of the project.

We encourage overmatching wherever possible. If you are over 25% match, you will be awarded more points based on the LIP Ranking Criteria.

2006 LIP Grantee Budget Form

Project Title:	Grassland and Early Successional Wet Meadow Restoration in Plymouth		
Proposed State Date:	Saturday, July 01, 2006	Proposed Project Ends:	Saturday, June 30, 2007

Budget

In-kind and Volunteer services					LIP Funds	Match	Total Cost
List Names	Class type/level	Work	Salary/hr	Hours			
John Landowner	project manager	chainsaw	\$20	20		\$400	\$400
Tom Brady	Plant Biologist	invasive monitoring	\$35	50		\$1,750	\$1,750
Boy Scout troop 44 (5 scouts) 20 hrs each	volunteer	cleanup	\$20	100		\$2,000	\$2,000
David Ortiz	Land clearing manager	skilled labor	\$50	40		\$2,000	\$2,000
				Subtotal		\$6,150	\$6,150

Rental Services and Supplies				
ITEM: Please be as detailed as possible- supplies, travel (if applicable), fuel, etc.		Cost	Cost	Total Cost
chain saw fuel (40 gallons)		\$0	\$80	\$80
Bar oil (3 gallons)		\$0	\$22	\$22
warm and cold season grass mix		\$3,000	\$500	\$3,500
Brushsaw with herbicide attachment (\$400/acre x 20 acres: rental rate)		\$8,000	\$0	\$8,000
herbicide (20 gallons)		\$1,000	\$500	\$1,500
				\$0
				\$0
				\$0
	Subtotal	\$12,000	\$1,102	\$13,102

Sub-Contracted Services				
Service:		Cost	Cost	Total Cost
Heavy Sickle Bar Mowing (17 acres @ \$225)		\$3,000	\$825	\$3,825
Herbicide application to 20 acres (30 hours @ \$85)		\$2,100	\$450	\$2,550
Spring seeding of native grass seed and plug mix (12 acres@ \$1250/ acre)		\$13,000	\$2,000	\$15,000
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		Total LIP Funds Share	\$30,100	
		Total Grantee Share		\$10,527
		Total Cost of Project		\$40,627
check match:	\$40,627 x 0.25 = \$10,156.75	Overmatch (26%)		